

From: official information [mailto:officialinformation@hcc.govt.nz]

Sent: Monday, 20 February 2017 5:10 PM

To: [REDACTED]

Cc: official information

Subject: RE: Scanned image from [REDACTED] - LGOIMA Request 17023 - Expense Cards

Dear [REDACTED]

Further to your information request of 21 January 2017 in respect of various purchases made on Council purchase cards, I am now able to provide Hamilton City Council's response.

You requested:

1a. A list of all entertainment, gifts and catering expenses on Council purchase cards and staff reimbursements for the period January 2016 to 31 December 2016;

Our response is:

- See spreadsheet attached

Comment:

- As a responsible and caring employer Hamilton City Council operates a policy through which staff can be appropriately rewarded or acknowledged to reflect certain contributions made to the organisation and/or city.
- In instances where staff receive rewards recognition or support in this way it is always done following discussions with relevant managers.
- The Council has robust checks and balances in place for expenditure by way of purchase cards or staff reimbursement. In an organisation this large and complex, there are situations when our managers need to exercise their discretion in purchasing food and drinks for staff, and in other cases to engage with representatives of stakeholder organisations who we are hosting. In all cases, relevant paperwork must be supplied and authorised by staff with appropriate financial authority.

1b. The dates of each transaction; vendor; description of the entertainment/event, gift and catering.

Our response is:

- See spreadsheet attached

2. In order to reduce the administrative burden on your Council, you will note that information as it relates to only one 12-month period is requested.

Our response is:

- Information for the requested period has been provided.

3. You will see that the information is for direct comparison with Christchurch City Council. As such, please ensure transactions relating to the purchase of beverages and alcohol are included.

Our response is:

- See spreadsheet attached

4. In addition, we request answers to the following:

a. How many purchase cards were issued by the Council as at October 2013 and December 2016

b. Do you (the Mayor) have a Council issued credit card?

Our response is:

- See spreadsheet attached

If you have any queries, please do not hesitate to contact us.

Kind regards

Michelle Howie

On behalf of the Privacy officer

[REDACTED]



Hamilton City Council | Private Bag 3010 | Hamilton 3240 | www.hamilton.govt.nz

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From: official information

Sent: Thursday, 2 February 2017 10:51 AM

To: [REDACTED]

Cc: official information

Subject: FW: Scanned image from [REDACTED] - LGOIMA Request

Dear [REDACTED],

I write to acknowledge your information request of 21 January 2017 in respect of various purchases made on Council purchase cards (attached).

Please be advised that your request has been passed on to the relevant team within Council and you will be informed of the outcome.

Please also send future LGOIMA requests through to Hamilton City Council's mailbox – officialinformation@hcc.govt.nz (cc'd to email) – for future reference.

Kind regards,

Brendan

Brendan Stringer

Legal Services and Governance Officer | Governance

[REDACTED]



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From: [REDACTED]
To: "Andrew King" [REDACTED]
Subject: FW: Scanned image from [REDACTED]

Please find correspondence attached.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

STAFF Catering Expenses (2016 Year)

Date	Description	Vendor	Amount
31/01/2016	Meeting for Hamilton Gardens Development Project	Café Agora	8.26
31/01/2016	8 x 1Ltrs Rice Milk	Countdown	29.15
31/01/2016	Game day lunch staff at Seddon Park	Countdown	105.57
31/01/2016	Game day lunch staff at Seddon Park	Countdown	120.64
31/01/2016	Game day lunch staff at Seddon Park	Dominos Pizza	96.38
31/01/2016	Meeting with SKYCITY Community Trust for Playground	Grey Gardens Mr Miltons	6.52
31/01/2016	Public Art Panel end of year afternoon tea	Canteen	41.04
31/01/2016	Supplies for tea room and unit meeting teabags, coffee, sugar and milk for info centre	New World	24.37
31/01/2016	Milk for info centre tea room	New World	24.1
31/01/2016	Supplies for Info Centre tearoom	New World	4.08
31/01/2016	hot drinks vouchers for weekend duty staff	New World	6.9
31/01/2016	Milk for Information Centre tearoom	New World	111.3
31/01/2016	Milk for info centre tearoom	New World	3.82
31/01/2016	Game Day food allowance for staff	New World	3.82
31/01/2016	Game day lunch staff at Seddon Park	Paknsave	138.5
31/01/2016	Game day lunch staff at Seddon Park	Paknsave	92.3
31/01/2016	Game day lunch staff at Seddon Park	Paknsave	8.5
31/01/2016	Game day lunch staff at Seddon Park	Paknsave	94.67
31/01/2016	Staff breakfasts for 6am starts for the cricket	Paknsave	97.77
31/01/2016	Xmas Coffee purchase for staff working Xmas Eve	Sierra Centre Place	34.13
31/01/2016	Lunch for staff working	Subway	54.43

31/01/2016	Turf Manager and 2ICs catch up Museum Strategic Review Meeting Exscite	The Sugar Bowl	11.74
29/02/2016	Trust	Countdown	6.52
29/02/2016	Morning tea for SLT strategic session	Countdown	22.85
29/02/2016	Event staff meals for international cricket ODI	Countdown	87.44
29/02/2016	Game day lunch for staff	Countdown	148.32
29/02/2016	Catering for cricket day meeting	Countdown	3.04
29/02/2016	Meeting with Friends of Hamilton Gardens	Hamilton Gardens Café	7.43
29/02/2016	Accessible Properties meeting - 9 February Lunch	Hamilton Gardens Café	58.35
29/02/2016	coffee for potential sponsors	Hamilton Gardens Café	27
29/02/2016	Catering 15 Feb for x12 people NZ Property Council	Mavis Made To Order Ltd	23.48
29/02/2016	Staff Recognition	Mavis&co Limited	12.26
29/02/2016	Breakfast meeting costs for BID Policy Review	Mr Miltons Canteen	24
29/02/2016	milk for info centre tearoom	New World	4.08
29/02/2016	Milk for info centre tearoom	New World	4.08
29/02/2016	milk for info centre tearoom	New World	4.08
29/02/2016	Milk - info centre tearoom	New World	4.08
29/02/2016	Milk for information centre	New World	4.08
29/02/2016	Pizza-farewell	Pizza Hut	43.48
29/02/2016	lunch for staff working on Saturday 13/02/2016	Pizza Hut	26.09
29/02/2016	Museum Strategic Review Meeting with Exscite	Sierra Centre Place	14.78
29/02/2016	Refreshments for risk meeting with PWC	Starbucks	18.17
29/02/2016	Meeting with Tauranga City Council	Tauranga City Council	3.04
29/02/2016	Morning tea refreshments - HN East Neighbourhood	The Cheesecake Shop	22.52
29/02/2016	Working staff lunch "Riding with the Stars " Water, snacks & fruit for technical staff	One time vendor	22.57
29/02/2016	"Riding with the Stars"	One time vendor	52.22
1/03/2016	Game Day staff catering - Chiefs vs. Lions	Chicken Spot Coffee Of	74.7
1/03/2016	catering 19 Feb , District Licensing Committee	Philosophy	39.57
1/03/2016	Game day lunch for staff at Seddon park	Countdown	78.64
1/03/2016	Game day lunch for staff at Seddon park	Countdown	115.91
1/03/2016	Drinks and biscuits for staff working on Saturday	Countdown	16.34
1/03/2016	Catering supplies for Elected Members morning tea	Countdown	263.69

1/03/2016	Staff lunches for cricket	Countdown	19.39
1/03/2016	Staff lunches for cricket	Countdown	78.63
1/03/2016	Game day catering for turf and FMG stadium staff	Countdown Hamilton	51.42
1/03/2016	Supplies for info centre tearoom	Gardens Café Hamilton	10.22
1/03/2016	Meeting with third party	Gardens Café Hamilton	17.22
1/03/2016	Interview for maternity cover	Gardens Café Hamilton	7.04
1/03/2016	Items for info centre tearoom	Gardens Café Hamilton	6.03
1/03/2016	Interview - Leading Hand	Gardens Café	12.52
1/03/2016	Elected member lunch for Annual Plan Meeting	Mr Miltons Canteen	286.01
1/03/2016	Breakfast meeting costs for BID Policy Review	Mr Miltons Canteen	23.48
1/03/2016	milk for info centre tearoom	New World	4.08
1/03/2016	Milk for info centre tearoom	New World	3.99
1/03/2016	Milk for info centre tearoom	New World	4.08
1/03/2016	Staff meals for cricket	New World	54.7
1/03/2016	Game day lunch for staff at Seddon park	Paknsave	85.44
1/03/2016	Game day lunch for staff - Seddon Park	Paknsave	112.86
1/03/2016	Game day lunch for staff - Seddon Park	Paknsave	97.75
1/03/2016	Game day lunch for staff - Seddon Park	Paknsave	85.7
1/03/2016	Game day lunch for staff - Seddon Park	Paknsave	85.28
1/03/2016	Farewell for two staff members	Pizza Hut	43.48
1/03/2016	Rototuna Indoor Rec Centre Next Steps Meeting	Sierra Centre Place	22.52
1/03/2016	Lunch for councillors/staff at District Licensing	Tank Juice Bar	31.91
1/03/2016	Elected member lunch for District Licensing Committee	Tank Juice Bar The River	78.35
1/03/2016	Lunch with consultant for Trust Waikato	Kitchen	41.74
1/03/2016	Meeting for Hamilton Gardens Development Project	Volare Central Store	8.22
1/03/2016	Meeting with NEXT Foundation for potential partner	Volare Central Store	13.91
1/03/2016	Meeting with NEXT Foundation for potential partner	Volare Central Store	3.48
1/03/2016	Meeting for Hamilton Gardens Development Project	Volare Central Store	7.83
27/04/2016	5050102707SLT meeting	Bop Connect	2.87
27/04/2016	5050102707 morning tea	Bop Connect	43.48

27/04/2016	Catering for all-day, offsite SLT strategic meeting	Cater Plus	330.7
27/04/2016	Staff meal for Chiefs v Blues game	Chicken Spot	120.78
27/04/2016	Stadium and turf team lunch for Chiefs v Force	Chicken Spot	79.04
27/04/2016	Farewell Lunch for Exiting Trust Waikato Chair.	Chim Choo Ree	154.35
27/04/2016	Client sales call Auckland - Lunch with Promote	Citizen Q	50.43
27/04/2016	5050102707Coffee with both 2ICs	Coffee Culture	15.04
27/04/2016	Staff recognition of excellent Q3 results	Countdown	31.51
27/04/2016	Chiefs v Blues - Game day food for stadium staff	Countdown	56.96
27/04/2016	Chiefs v Force - Game day food for stadium staff	Countdown	60.7
27/04/2016	Water for Holman Stand	Countdown	27.79
27/04/2016	Items for info centre tea room	Countdown	6.96
27/04/2016	Info Centre tea room supplies	Countdown	7.91
27/04/2016	Morning tea supplies for tea room and NZ School	Countdown	18.9
27/04/2016	Supplies for Info Centre tearoom	Countdown	8.42
27/04/2016	505102707Drinking water for Team Building event	Countdown	29.13
27/04/2016	Dinner for tech team working on Big Screen project	Dominos Pizza	141.6
27/04/2016	Anzac Day supplies (Communication Unit)	Gilmours	115.33
27/04/2016	5050102707Took 2 gents form Toro out for lunch	Good George	76.09
27/04/2016	Rototuna Indoor Rec Annual Plan Celebration	Good Neighbour Hamilton	131.3
27/04/2016	Gardens Development meeting	Gardens Café	13.04
27/04/2016	Meeting with potential partner from Auckland	Mr Miltons Canteen	8.7
27/04/2016	Milk for info centre tearoom	New World	3.9
27/04/2016	Supplies for Info Centre tea room	New World	21.9
27/04/2016	Milk for info centre and NZ Tourism school industry	New World	10.85
27/04/2016	Milk for info centre tearoom	New World	2.74
27/04/2016	Supplies for unit meeting	New World	20.39
27/04/2016	Catering for S.O.N held 13 April 2016	Paknsave	135.32
27/04/2016	Food for Promapp meeting with Turf Team	Paknsave	25.06
27/04/2016	Drinks for tech team working on big screen project	Paknsave	6.51
27/04/2016	Game day lunch for staff- Seddon Park	Paknsave	88.5
27/04/2016	Lunch for staff working on the weekend	Pizza Hut	13.04
27/04/2016	final Lunch for tech team working on big	Subway	95.65

	screen		
27/04/2016	Lunch for District Licensing Committee Meeting	Tank Juice Bar Volare Central	30.17
27/04/2016	Meeting with Mighty River Power	Store Bop Connect	10.43
27/05/2016	Coffees for staff who worked 17 hours	Whitiora	15.48
27/05/2016	Stadium and turf team lunch for Chiefs v Highlanders	Chicken Spot	98.7
27/05/2016	Biscuits for Future Proof meetings	Countdown	12.33
27/05/2016	Chiefs v Highlanders - Game day food for stadium staff	Countdown	60.15
27/05/2016	Morning tea for 2 x staff farewells	Countdown	34.15
27/05/2016	Afternoon tea for host induction day	Countdown	11.74
27/05/2016	5 May -Gallagher relationship lunch meeting x2	Em.Bar.Go Hamilton	39.57
27/05/2016	Announcement of external organisation's funding for Hamilton	Gardens Café Hamilton	31.3
27/05/2016	Meeting with third party	Gardens Café Hamilton	10.96
27/05/2016	Meeting re Chinese Garden	Gardens Café Hamilton	11.74
27/05/2016	Meeting with third party	Gardens Café Madam Woo	10.57
27/05/2016	EA Working Lunch Meeting 6 EAs	Hamilton	73.04
27/05/2016	Milk for info centre tearoom	New World	3.9
27/05/2016	Milk for info centre tearoom	New World	3.9
27/05/2016	Milk for info centre	New World	6.5
27/05/2016	Milk and teabags for tea room	New World New World	9.97
27/05/2016	Coffee etc. for info centre tearoom	Hillcrest	27.37
27/05/2016	Meeting with an existing funder for Hamilton Gardens	Urge Volare Central	24.52
27/05/2016	CCO Meeting	Store	23.91
27/05/2016	Meeting re sponsorship	One time vendor	7.43
30/06/2016	Drinks and chocolate for staff working through	Caltex Hillcrest	82.17
30/06/2016	Stadium and turf team lunch for Chiefs v Wales	Chicken Spot	95.04
30/06/2016	Stadium and turf team lunch for Chiefs v Rebels	Chicken Spot	90.26
30/06/2016	Chiefs v Wales - Game day food for stadium staff	Countdown	52.76
30/06/2016	Chiefs v Rebels - Game day food for stadium	Countdown	49.87

	staff		
30/06/2016	Drinks and chocolate for staff working at Ice age	Countdown	30.19
30/06/2016	Game Day catering for after the Wales game	Countdown	38.02
30/06/2016	Climate Survey food	Countdown	269.57
30/06/2016	Supplies for info centre tearoom	Countdown	39.59
30/06/2016	milk for info centre tearoom	Countdown	4
30/06/2016	Catering for Business Planning Forum	Countdown	63.97
30/06/2016	Pizza for unit meeting / climate survey shout	Dominos Pizza Hamilton	65.09
30/06/2016	Meeting with third party	Gardens Café Harbour View	19.61
30/06/2016	Catering for Business Planning Forum	Hotel	198.26
30/06/2016	Lunch for staff working Ice Age	Kufic - 505	45.83
30/06/2016	Coffee with artist	Momento City	11.83
30/06/2016	Meeting with a funder to discuss progress of projects	Mr Miltons Canteen	6.52
30/06/2016	Milk for info centre tea room	New World	3.9
30/06/2016	Milk for info centre tearoom	New World	3.9
30/06/2016	Milk for info centre tearoom	New World	4
30/06/2016	Supplies for info centre tearoom	New World	22.1
30/06/2016	Milk for info centre tearoom	New World	3.9
30/06/2016	Pizza for staff working on the weekend	Pizza Hut	13.04
30/06/2016	Pizza for ZMT business planning	Pizza Hut - 791	21.74
30/06/2016	lunch for staff working Ice age (Sunday)	Pizza Hut - 792 Raglan	16.09
30/06/2016	Catering for Business Planning Forum	Supervalu Sierra Centre Place	16.62
30/06/2016	Recruitment meeting for PMO role	Sierra Centre Place	13.52
30/06/2016	Coffee with WSS owner to discuss contract arrangements	Sierra Centre Place	7.39
30/06/2016	Morning Tea Meeting Catering - CE/GM/HCC Legal	Sierra Centre Place	11.43
30/06/2016	Refreshments for corporate group leadership team	Sierra Centre Place	26.48
30/06/2016	Climate Survey Food	Subway	62.61
30/06/2016	Catering for Business Planning Forum	The Shack	122.61
30/06/2016	Supplies and catering for Corporate Strategy Work group	Twl 141 Hamilton	34.87
30/06/2016	Coffee catch up with 2ICs	Union Espresso	17.39
30/06/2016	Meeting with a current donor to discuss key projects	Urge	9.57
30/06/2016	hosting of external visitors 13 June	One time vendor	642.6
30/06/2016	Catering costs for Creative Waikato	One time vendor	743.23
30/06/2016	Coffee order for meeting with Her Worship	One time vendor	19.83

29/07/2016	Catering to celebrate Promapp achievements	Four Square Hamilton	17.17
29/07/2016	Reporter visit	Gardens Café	7.04
29/07/2016	Leaving function catering	New World	173.91
29/07/2016	Coffee etc. for tea room	New World	25.2
29/07/2016	WRU Trainer thank you for awesome support	The Sugar Bowl	24.35
30/08/2016	Refreshments for volunteers	One time vendor	26.9
30/08/2016	Refreshments for volunteers	One time vendor	31.25
30/08/2016	Coffee for Turf Teams guest speaker	One time vendor	33.57
30/08/2016	Turf Team coffee's for our fortnightly guest speaker	One time vendor	34.78
30/08/2016	City Transportation - lunch meeting at embargo	One time vendor	149.48
30/08/2016	Coffee with Team Up Events	One time vendor	10.87
30/08/2016	Working lunch with Novotel Tainui planning	One time vendor	69.13
30/08/2016	Lunch for staff working Disney	One time vendor	39.13
30/09/2016	Coffee for OSH meeting	Bop Connect	30.61
30/09/2016	All Blacks match staff food	New World	27.43
30/09/2016	Whittaker's king size chocolate bar	New World	54.14
30/09/2016	AB Equipment Manager meeting re sponsorship of	The Sugar Bowl Hamilton	17.39
31/10/2016	Drinks from cafe for weekend duty staff	Gardens Café	125.22
30/11/2016	Afternoon tea thank you - recognition of effort	Countdown	31.5
31/12/2016	WWTP End of year bib supplies.	Countdown	141.87
31/12/2016	Food for H&S Committee Meeting	Countdown	20.42
31/12/2016	Afternoon tea for teacher workshop	Countdown	6.51
31/12/2016	Afternoon tea for secondary teachers workshop	New World	34.7
31/12/2016	Meals for staff at cricket event	Paknsave	79.37
31/12/2016	Staff meals for Test Match	Paknsave	25.3
31/12/2016	Pizza for students lunch on their last day	Pizza Hut	8.7
31/12/2016	pizza for students lunch on their last day	Pizza Hut	34.78
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